

Phoenix Program
Process Definition – LABOR DISTRIBUTION

Process	<i>Release Labor Expense</i>
Process Number	<i>LD – 005</i>

Description of Process

This process requires that the user indicates which business unit, pay end date, and frequency is ready to be released for subsequent processes.

Input to Process

Business Unit, Pay Period End Date, and Frequency.

Output of Process

Records to indicate to the batch process which payrolls will be inserted into staging table, have program distribution performed, fringe distribution performed, and journal generator executed. Data will be sent to G/L and A/P

Service Level Agreement Required? (if yes, provide a brief description)

No

PeopleSoft Panel Groups being Used

Function	Panel Group
Release Labor Expense	Release Labor Expense

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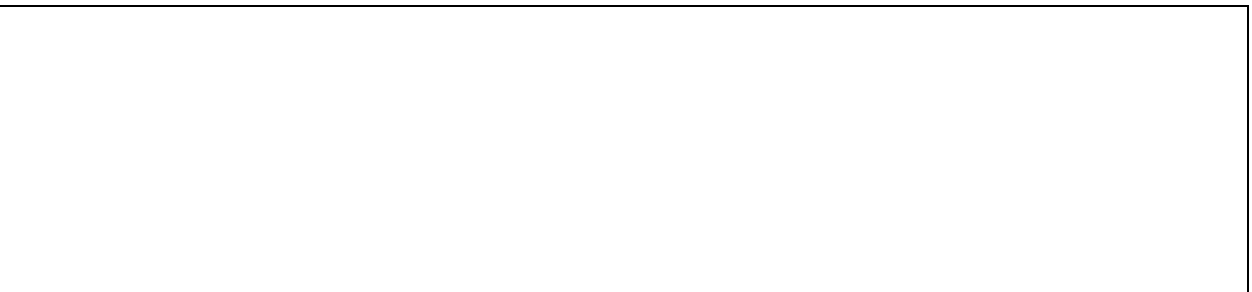
Business Process Description

Process Description	Responsibility (Agency/Centralized)
<u>Step 1:</u> Select the panel from GO\Labor Distribution\Process\Release Labor\Update/Display	Agency
<u>Step 2:</u> Enter run control ID (See Panel 1.1)	Agency
<u>Step 3:</u> Enter Business Unit, select “Pay Period End Date” from drop down calendar, and enter frequency (See Panel 1.2)	Agency
<u>Step 4:</u> Save panel	Agency
<u>Step 5:</u> Execute the process (See Panel 1.3)	Agency

Forms Used with Process (#)

None

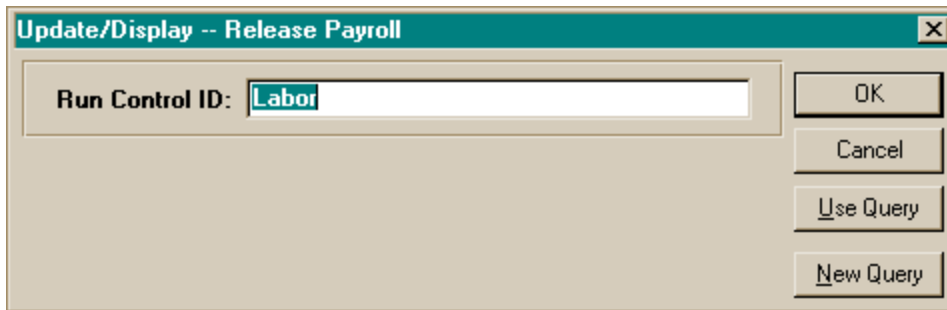
Process Flow Diagram (if appropriate):



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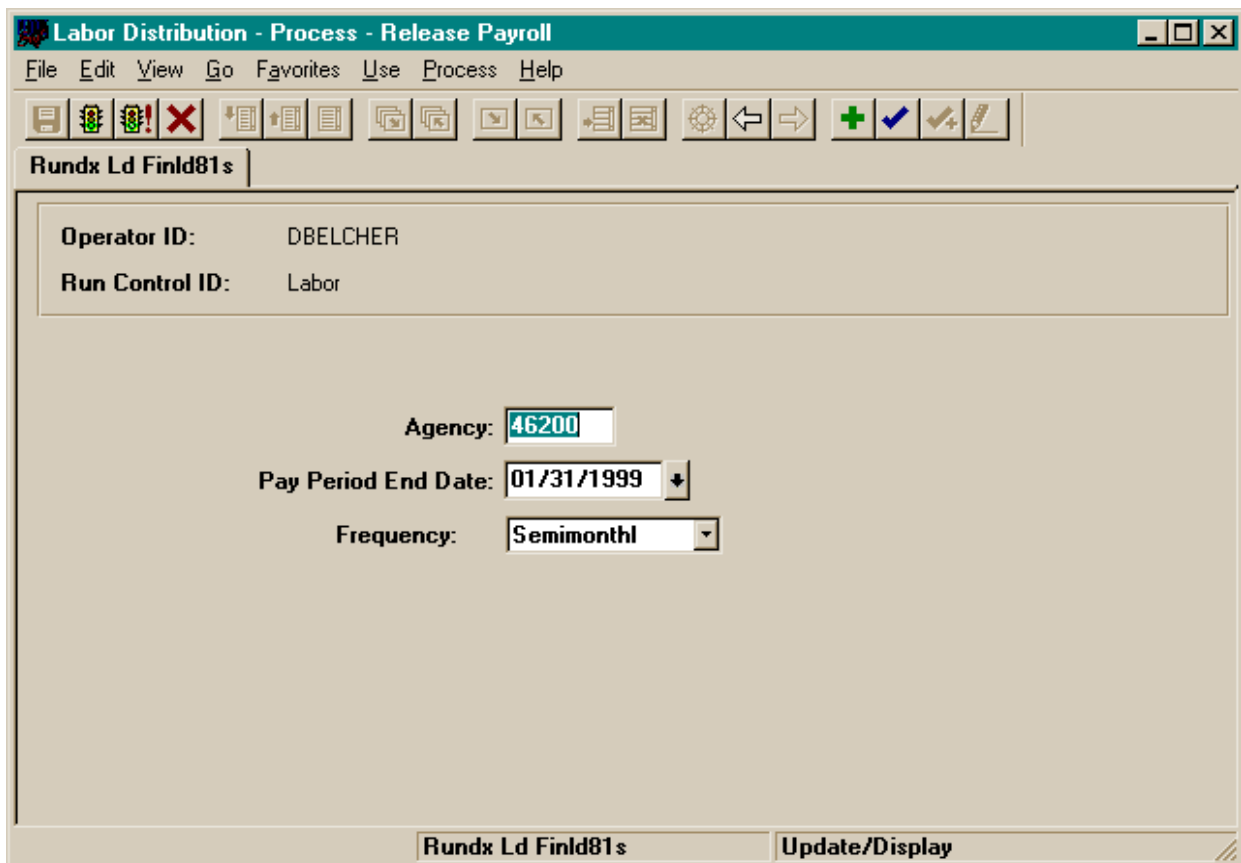
Panels

1.1 Enter Run Control Id



A small dialog box titled "Update/Display -- Release Payroll". It contains a text input field labeled "Run Control ID:" with the word "Labor" entered. To the right of the input field are four buttons: "OK", "Cancel", "Use Query", and "New Query".

1.2 Enter Business Unit, Pay Period End Date, and Frequency



The main window titled "Labor Distribution - Process - Release Payroll". It features a menu bar (File, Edit, View, Go, Favorites, Use, Process, Help) and a toolbar with various icons. Below the toolbar, there is a tab labeled "Rundx Ld Finld81s". The main area contains the following fields:

- Operator ID: DBELCHER
- Run Control ID: Labor
- Agency: 46200
- Pay Period End Date: 01/31/1999 (with a dropdown arrow)
- Frequency: Semimonthl (with a dropdown arrow)

At the bottom of the window, there are two buttons: "Rundx Ld Finld81s" and "Update/Display".

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1.3 Run process

Process Scheduler Request

Operator ID: DBELCHER Run Control ID: Labor

Run Location:
☒ Client ☐ Server
Server:

Output Destination:
☒ File ☐ Printer ☐ Window
File/Printer: C:\TEMP\

Run Date/Time:
Date: 03/12/99
Time: 03:05:00 PM

Run Recurrence:
Once
Name:

Description	Name	Process Type Descr
Create Staging Table for Fund	LD0577	SQR Report
LD load acctg lines	LD0578	SQR Report

Process Signoff

Tested By
Date Tested